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*Cover designed by Bedford resident Jean Hammond
Photographs of Bedford Day taken by Assistant Town Manager Jessica Porter*

To the Voters

The articles listed in this Annual Town Meeting Warrant reflect the operational needs and proposals for improvements to Town services for Fiscal Year 2016. It represents information furnished to the Selectmen, Finance Committee, and Capital Expenditure Committee by various Town departments, boards, and committees. Recommendations are provided where appropriate as guidelines for your consideration. Various boards, committees, and staff have all participated in the process of formulating the Warrant in the hope that the articles presented here will sustain and enhance the quality of life for the citizens of Bedford.

This year's Warrant includes three proposed General Bylaw amendments. Article 7 proposes amendments to the current General Bylaw pertaining to the Volunteer Coordinating Committee. The amendments are consistent with the related Charter Amendments that were preliminarily approved at the November 2014 Special Town Meeting but awaiting final approval at the 2015 Annual Town Election. A second General Bylaw amendment is being proposed by petitioners in Article 8 to add an additional responsibility for the Cable Television Committee. Article 17 asks voters to approve an updated Classification and Wage Schedule under the Salary Plan Bylaw.

The Capital Projects Plan (Article 13), the Operating Budget (Article 18) and the Ambulance Enterprise Budget (Article 19) for Fiscal Year 2016 fund the Town's continuing operations. Details concerning these budgets are contained in the reports of the Finance Committee and the Capital Expenditure Committee that follow in the next several pages. The Capital Projects Plan requests funds for 53 projects requested by various Town departments. The Operating Budget funds the Town's day-to-day operations undertaken by all Town departments.

There are two Community Preservation Articles on this year's Warrant. The first, Article 14, proposes to amend the FY2015 budget so as to adjust the Affordable Housing Reserves. The second, Article 15, seeks to utilize FY2016 funding for principal & interest payments previously approved under the Community Preservation Program, funding for a bicycle repair stand near the Minuteman Bikeway, construction of a pedestrian bridge between Washington Street and the middle school area, athletic field development, and restoration of the Narrow Gauge Rail Trail stone dust surface. Additional appropriations are also proposed for the Historic Properties Preservation Fund and affordable housing reserves.

Articles 11 and 12 are proposed as bond authorizations in order to fund needed improvements related to the Town's water and sewer infrastructure. Rehabilitation of a portion of the Town's sewer force main connecting to the MWRA System is proposed under Article 11. Increased funding for the construction of a cellular telephone antenna adjacent to the Crosby Drive water tank is proposed under Article 12.

Finally, Article 21 continues the Town's recent funding of a portion of the unfunded liability for other post-employment benefits, principally for retiree health insurance, and Article 22 seeks to appropriate money to a Sick Leave Buyback Fund to assist the Town with making payments to retiring employees for time owed.

Please bring the Warrant Report to Town Meeting, which begins on Monday, March 23, 2015, continuing to Tuesday, March 24, 2015. If necessary, Town Meeting would resume on Monday, March 30, 2015 and Tuesday, March 31, 2015. Your participation is central to the success of our Town Meeting form of government, and we look forward to seeing you there!

Margot R. Fleischman, *Chair*

Finance Committee Report

The Finance Committee presents for your approval the FY2016 operating budget that supports the excellent quality of life we enjoy in Bedford. It is based on sound financial planning and careful review of departmental requests.

The Finance Committee began work on the operating budget in Fall, by first considering the available sources of revenue. Some of those sources were:

- Certified Free Cash from FY14 was \$4,883,811. Our policy is to leave an amount equal to 1% of the operating budget in order to mitigate uncertainty in estimates for local receipts and State Aid. This year, we recommend using \$3,137,000. It should also be noted the Town also used \$946,000 at Special Town Meeting to fund the Town Hall Mechanical, Engineering and Plumbing project (MEP).
- Stabilization Fund has a balance of \$2,960,782. This is still well below the midpoint of our target range of \$2M - \$6M. We do not recommend further use of this fund at this time, and we are recommending an additional allocation of \$50,000.
- Growth allowed under Proposition 2 ½ rules is \$1,422,451, or an additional 2 ½% increase of the tax levy. We recommend leaving \$1,555,660 levy unused to help mitigate tax increases of the past few years.
- New Growth is estimated to be \$800,000 of new property value joining the tax roll.
- Payment of \$1,555,660 In Lieu of Taxes from the MITRE Corporation.
- Usually at this time we know what the Governor's proposed budget will be, however, because it was an election year, the State Aid estimates for FY16 are not expected until sometime mid-late March. Due to the uncertainty with some of the State revenues, the Finance Committee is projecting a 2% decrease in State Aid from FY2015. For FY16 our estimates include a State Aid amount of \$6,033,000; any excess will carryover via free cash.

As a starting point for each Town Department and Board, the Finance Committee determined initial budget guidelines by allocating available revenue proportional to last year's budgets. This year, the Finance Committee recommended a guideline increase of 2 ½% over FY15 budgets. We developed the final operating budget accommodating several changes justified by the departments and other known items, which included:

- An additional \$50,000 in roads, which will increase the appropriation amount to \$650,000.
- Increased Health Insurance @10%; The Town belongs to the GIC, and at this time the preliminary projections are for rates to increase around 9.5%; the final numbers will not be released until mid-March.
- We moved all the building utilities to the Facilities Department, which were once budgeted in the School Department, Town Center and Facilities Department. Due to the recent increase in Electric and Gas Rates, the Finance Committee increased the utilities budget by 40% from FY15.
- \$33,826 for the Board of Health to accommodate school nurse contract obligations, and increase the hours of the part-time nurse to full time.
- \$2,263 for the Planning Board to accommodate for the anticipated salary increases for FY16.
- \$872,283 for the School Committee;
 - \$516,283 increase was due funds that we once were received by the school for the Hanscom students, which went directly to the school without appropriation. Due to the change in the law, this money will now come to the Town, and has to be appropriated by Town Meeting.

- \$356,000 was for the School Committee to be able to fund a Maintenance of Service Budget for FY2016 for the School Department.
- \$89,500 in additional Insurance/Benefits to cover the 10.4 new FTE for the School Department.

The Finance Committee recommends that Town Meeting adopt a FY16 operating budget of \$81,059,374, and a total budget of \$87,024,507 including Articles and Assessments, and an Ambulance Enterprise Operating Budget of \$904,912.

	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Proposed FY16</u>
<u>Revenue</u>						
Tax Levy	50,577,996	52,300,912	54,532,823	56,745,981	60,132,532	62,245,179
Local Revenues	17,273,854	15,853,193	17,467,804	16,830,615	19,212,773	18,738,441
Other Sources*	7,187,983	7,420,806	7,284,926	7,386,973	7,996,711	8,254,564
	<u>75,039,833</u>	<u>75,574,911</u>	<u>79,285,553</u>	<u>80,963,569</u>	<u>87,342,016</u>	<u>89,238,184</u>
<u>Expense</u>						
Operating Budget	69,791,768	71,136,430	72,421,991	74,926,602	77,389,478	81,094,153
Articles** / Other Governmental Charges/Offsets	3,368,366	2,217,849	4,578,192	3,394,149	5,852,095	4,664,661
Overlay Reserve	338,300	364,243	387,870	408,436	413,634	421,210
Miscellaneous Charges	796,197	854,611	899,804	893,191	1,154,245	850,000
	2,962	1,700	2,500	2,500	2,500	2,500
Snow Deficit	111,411	432,495	-	295,159	351,385	650,000
	<u>74,409,004</u>	<u>75,007,328</u>	<u>78,290,357</u>	<u>79,920,037</u>	<u>85,163,337</u>	<u>87,682,524</u>
Surplus/(Deficit)	<u>630,829</u>	<u>567,583</u>	<u>995,196</u>	<u>1,043,532</u>	<u>2,178,679</u>	<u>1,555,660</u>
% Increase in Total Expenditures	-1.64%	0.80%	4.38%	2.08%	6.56%	2.96%
Average Assessed Residential Value	\$513,497	\$518,300	\$518,113	\$522,100	\$570,100	TBD
Residential Tax rate per \$1,000 of value	\$14.33	\$15.21	\$15.37	\$15.71	\$14.62	TBD
Average Residential Tax***	\$7,358	\$7,883	\$7,963	\$8,202	\$8,335	TBD
% Increase	11.1%	7.1%	1.0%	3.0%	1.6%	TBD
* Includes State aid and Community Preservation						
** Includes Capital Article, Community Preservation , Misc. Articles (excludes bonding) / Other Overlay Deficit						
***Includes 3% Community Preservation surcharge additions						
	\$178	\$191	\$193	\$199	\$206	TBD

The current residential impact of \$100,000 in expenses is \$1.91 per \$100,000 of assessed value. For example, the impact of \$100,000 in expenses for a home with an assessed value of \$500,000 would be \$9.55 (5 x \$1.91).

Conclusion

The FY16 budget presented to you accommodates justified requests from the Town departments and Schools. With your continued thoughtful deliberation and support, Bedford maintains the highest rating of AAA from the Standard & Poor Rating Agency. Only 26 communities in Massachusetts have this rating which allows us, when necessary, to borrow at the best possible rates.

Please note that some changes may occur between the time this Warrant goes to press and the time of Town Meeting as more up-to-date information becomes available.

Acknowledgements

The Finance Committee receives assistance from many different Town employees, as well as elected officials, and members of other Town Boards and Committees. We appreciate everyone's advice, guidance, and opinions. The Finance Committee is particularly grateful to Victor Garofalo, Bedford's Finance Director, Treasurer/Collector, Richard Reed, Bedford Town Manager, Jon Sills, Superintendent of Schools and David Coelho, Bedford School District's Director of Finance.

Respectfully submitted,

Stephen Steele, *Chair*

Ben Thomas, *Vice Chair*

Richard Bowen

Tom Busa

Stephen Carluccio

Elizabeth McClung, *Clerk*

Paul Mortenson

Barbara Perry

David Powell

Capital Expenditure Committee Report

Introduction

The Capital Expenditure Committee (CEC) reviews and offers recommendations concerning all requests for funds for capital items and projects submitted by Town and School departments. These projects, and their costs, appear in Article 13 – Capital Projects Plan Fiscal Year 2016 beginning on page 24 of the Annual Town Meeting Warrant.

Definition of Capital

CEC defines a capital expenditure as any item or project expenditure of \$5,000 or more per item with a useful life of two or more years. Individual capital items of less than \$5,000 each are considered operating capital and are funded through departmental operating budgets with the exception of multiple, similar items that are “bundled” together to reach an amount that exceeds \$30,000.

Capital Projects Plan

This year, the Town and the CEC took a more collaborative approach to the project selection process. Beginning in May, 2014, a core group of Department Heads from both the Town and School began holding bi-weekly meetings to review the various projects that were in need of completion or purchase not only for the current fiscal year but for five additional years beyond that, through FY2021. At the start of the process, there were sixty-two (62) projects totaling \$11,216,419 for FY2016. The Finance Committee Guideline allocated \$2,532,601 for capital projects, to be funded from the FY16 tax levy. Other sources of funds such as water/sewer rates, open article balances, etc. could potentially be used to fund projects above that guideline.

In working together, the Department Heads discussed the merits of each of their projects and worked together to put together a draft six-year Capital Expenditure Plan. This plan was then presented to the CEC for review in October, 2014. At that time, the CEC then proceeded to hear presentations and review the merits of projects contained within that plan. The projects proposed for FY2016 are explained in detail in this report, and listed in Article 13 of this Warrant. The draft of proposed projects for years FY2017 thru FY2021 will be provided at Annual Town Meeting as a new subsection to the budget summary booklet.

The CEC once again had discussions with the Community Preservation Committee (CPC) in an effort to determine if items on the capital request list could possibly be funded with Community Preservation Funds. As a result, two capital requests were referred to the Community Preservation Committee for funding in whole or in part based on eligibility. The two items are the Athletic Field Development and the Narrow Gauge Rail Trail. This made it possible for other requested capital items to be funded through the tax levy.

Through the CEC assessment and rating process, fifty-three (53) items totaling \$4,294,804 are recommended for funding from the following sources:

\$2,532,601 for projects 16-01 through 16-47, to be funded through the tax levy or available funds;

\$119,235 for projects 16-48 and 16-49, to be funded through water and sewer revenue in Fiscal Year 2016; and

\$1,642,968 for projects 16-50 through 15-53, to be funded through bond authorizations

All of the debt service costs for the projects funded through bond authorizations will be reflected in future Town principal and interest budgets. The remaining items or projects originally requested and not being recommended for funding this year may be deferred until a later year, were removed from consideration, were deemed operating capital, or have been funded through alternative sources. Deferrals of projects may result in future higher costs.

Project	Project Description	FY16 Cost
16-01	<u>Town Wide Emergency Generator Stack</u> The Massachusetts DEP new regulations requires emergency generator smoke stacks have a minimum height of ten feet above the facility rooftop or the emergency engine or turbine enclosure, whichever is lower. We have been cited as non-compliant at the High School. Funding for this project will bring all the emergency generators into compliance.	\$24,000
16-02	<u>Davis School Emergency Generator</u> Funding for this project would be for the installation of a new generator to provide emergency and standby power at the Davis School. Having emergency power to key systems (lights, heating, phone and intercom systems) will significantly reduce the risk of having to close the school and send children home. The generator will also eliminate the need to maintain 110 battery powered emergency lights.	\$123,249
16-03	<u>Emergency Standby Power Expansion</u> Funding for this project would provide for the ability to power three more panels to allow the DPW to fully operate during a power failure. This is critical for the backup Emergency Operations Center.	\$12,000
16-04	<u>Fire Station Attic HVAC</u> Funding for this project would provide for the necessary HVAC and proper ventilation in the attic of the fire station as required for the radio equipment. Temperatures in the summer months can be well over 90 degrees, which has impacted the equipment to the point of replacement.	\$14,800
16-05	<u>Fire Station Sewer Pumps</u> Funding for this project would replace all four sewage pumps at the Fire Station inclusive of alarm devices in the event of a malfunction. Due to the age and lack of alarms on the existing pumps, several floods have occurred.	\$16,284
16-06	<u>Crossmatch Guardian Fingerprint System</u> Funding for this project would replace the existing system which is gradually failing. Obtaining replacement parts has become difficult as the company no longer manufactures this model. Should the system fail, the Police Department would no longer be able to submit criminal fingerprints to the State and FBI as required. The existing system is approximately six years old.	\$12,000
16-07	<u>John Glenn Middle School Boiler Repair</u> Funding for this project would repair Boiler #3 which is currently out of operation due to multiple leaks and rotted sectional roping. Repair of the boiler will extend its life expectancy to FY21.	\$14,175

16-08	<u>Police Station Interior Space Modification</u> Funding for this project would provide for necessary space modifications to allow for better storage of Police equipment that is now being stored in hallways and/or on the floors resulting in safety issues.	\$16,088
16-09	<u>School Technology – Infrastructure</u> Funding for this project would provide for the necessary upgrades to the technology infrastructure (wireless systems, network switches, etc.) throughout all four schools. This request is part of an overall six year capital funding request for School Technology needs.	\$255,000
16-10	<u>Fire Channel One</u> Funding for this project would be to replace radio equipment that is over 15 years old, has reached the end of life expectancy, and which is no longer supported by the manufacturer. The equipment will be replaced with IP based and circuit capable equipment that will meet current and future needs.	\$69,828
16-11	<u>Sabourin Field Lighting Replacement</u> Funding for this project would replace the existing lights and poles located at Sabourin Field. A recent inspection by a structural engineer showed that the existing wooden poles are beyond a safe, usable lifespan. The current bulbs in the fixtures are no longer manufactured. The new lights will increase energy efficiency.	\$175,000
16-12	<u>John Glenn Middle School Classroom Renovations</u> Funding for this project would provide for the conversion of a computer room into a classroom. Additional classroom space is needed to support changes in the instructional program. The K-8 Educational Facilities Planning study completed in May 2010 identified numerous space issues and proposed solutions for providing the needed space.	\$26,000
16-13	<u>Town Copier Replacement</u> Funding for this project would replace two (2) copiers which are constantly in use by departments and committees for copying as well as serving as network printers, scanners and providing advanced finishing options for document production. In general, the copiers are used until their useful-functional lifespan is reached. Older machines may be rotated to secondary locations. This request is specifically for photocopiers (2) at Town Center and Youth and Family Services.	\$9,769
16-14	<u>Town Document Management System Expansion</u> Funding for this project would allow for the purchase of additional client licenses and scanning equipment to expand the Records Management system to additional Town departments. The system allows for archival management of documents according to State retention schedules.	\$6,440
16-15	<u>Town Network & Servers</u> Funding for this project would provide for the ongoing program to update Town computer servers and network equipment. This particular update would consolidate old stand alone servers onto a more powerful virtualized server, and would also replace aging network switches with more functional switches to accommodate comprehensive infrastructure improvements.	\$14,580

16-16	<u>Town Network Storage Array</u> Funding for this project would fund the replacement of the Town's network storage array. This system provides the group storage, which is a managed collection of hard drives that contain the Town's software programs and data for the virtualized servers utilized by Town IT, where all the active production digital information and programs are maintained and delivered to users. The Array utilizes redundant power supplies, controllers and hard drives to reduce the possibility of failure.	\$30,000
16-17	<u>Fire Department Thermal Image Cameras</u> Funding for this project would allow for the replacement of the Fire Department's three thermal imaging cameras. The cameras are approximately 11 years old and beyond their useful life and no longer supported by the manufacturer. The cameras are a key component to life safety and property protection and utilized on a regular basis.	\$34,635
16-18	<u>John Glenn Middle School Emergency Standby Power Expansion</u> Funding for this project would expand the current standby power from the existing generator at JGMS to the other areas in the building, inclusive of the Superintendent's office, Business office and the School Student Office.	\$20,000
16-19	<u>Davis School Modular Kindergarten Classrooms</u> Funding for this project would provide for one (1) single modular classroom due to High Enrollment in Kindergarten class.	\$121,000
16-20	<u>AssessPro Software Upgrade</u> Funding for this project would allow for the upgrade of the Assessors' Patriot Software system to the newest MS.Net framework. This project conforms to the overall IT department goal of moving software services to the Web and enabling mobile solutions.	\$25,250
16-21	<u>Bedford High School Exhaust Fan High Capacity Phase I</u> Funding for this project would rectify issues with the ventilation system in the science labs at Bedford High School. The current ventilation system does not allow fumes to be removed within the recommended five minutes. Prolonged exposure to fumes released during experiments is a health concern.	\$137,500
16-22	<u>School Buildings Feasibility Study</u> Funding for this project would provide for a study of all school buildings to assess the space needs for current and future enrollment. Modular structures will provide for temporary relief until the study is complete and more permanent solutions can be implemented.	\$78,750
16-23	<u>John Glenn Middle School Site Lighting Upgrade</u> Funding for this project would allow for the replacement of all light poles and fixtures around JGMS to more energy efficient structures.	\$18,745
16-24	<u>DPW Interior Space Modification</u> Funding for this project will provide for the reconfiguration of the DPW offices and includes relocation of the file room as well as a direct entrance to the Director's office to/from the front lobby.	\$10,890

16-25	<u>Town Center Interior Space Modification</u> Funding for this project will provide for better storage and space utilization for the Council on Aging and Youth and Family Services departments.	\$10,678																																																															
16-26	<u>Library Exterior Painting</u> Funding for this project will cover the exterior painting of the wood and miscellaneous metal surfaces of the Bedford Free Public Library. These surfaces were last painted in 2006.	\$13,000																																																															
16-27	<u>School Photocopier Replacement</u> Funding for this project would allow for the annual replacement of photocopiers that have reached the end of their useful life.	\$20,891																																																															
16-28	<u>School Technology – White Board and Printer Replacements</u> Funding for this project would provide for the necessary replacements to instructional tools and aids such as white boards/SMART boards and printers throughout all four schools. This request is part of an overall six year capital funding request for School Technology needs.	\$132,400																																																															
16-29	<u>Vehicle and Equipment Replacement</u> The procurement and upkeep of major equipment and vehicle fleet is a major factor in the Town’s ability to provide quality services. All equipment is evaluated to ensure a cost effective approach to equipment retirement versus ongoing maintenance and repairs. Below is a prioritized listing of vehicles that are proposed for replacement in FY2016, which totals \$192,577. Funding requested would be utilized to replace vehicles on this list, with the final priority determined by the Public Works Director at the time funding becomes available. <table><tr><th><u>ID</u></th><th><u>Year</u></th><th><u>Mileage</u></th><th><u>Dept.</u></th><th><u>Desc.</u></th><th><u>Use</u></th><th><u>Cost</u></th></tr><tr><td>B2</td><td>2006</td><td>120,061</td><td>Facilities</td><td>Utility Pickup</td><td>Trades</td><td>\$32,000</td></tr><tr><td>P6</td><td>2007</td><td>67,673</td><td>Police</td><td>Unmarked Sedan</td><td>Lieutenant Vehicle</td><td>\$40,000</td></tr><tr><td>P9</td><td>2008</td><td>103,728</td><td>Police</td><td>Administrative Sedan</td><td>Traffic Enforcement Undercover</td><td>\$42,968</td></tr><tr><td>H2</td><td>2008</td><td>84,760</td><td>DPW</td><td>Pickup</td><td>Highway Foreman Plowing</td><td>\$44,781</td></tr><tr><td>T15</td><td>2002</td><td>n/a</td><td>DPW</td><td>Trailer</td><td>Grounds Division</td><td>\$8,852</td></tr><tr><td>T39</td><td>2000</td><td>n/a</td><td>DPW</td><td>Trailer</td><td>Highway Division</td><td>\$7,000</td></tr><tr><td>T48</td><td>1998</td><td>n/a</td><td>DPW</td><td>Trailer</td><td>Highway Division</td><td>\$8,000</td></tr><tr><td>A22</td><td>2000</td><td>n/a</td><td>DPW</td><td>Attachment</td><td>Leaf & Dirt Blower</td><td>\$8,976</td></tr></table>	<u>ID</u>	<u>Year</u>	<u>Mileage</u>	<u>Dept.</u>	<u>Desc.</u>	<u>Use</u>	<u>Cost</u>	B2	2006	120,061	Facilities	Utility Pickup	Trades	\$32,000	P6	2007	67,673	Police	Unmarked Sedan	Lieutenant Vehicle	\$40,000	P9	2008	103,728	Police	Administrative Sedan	Traffic Enforcement Undercover	\$42,968	H2	2008	84,760	DPW	Pickup	Highway Foreman Plowing	\$44,781	T15	2002	n/a	DPW	Trailer	Grounds Division	\$8,852	T39	2000	n/a	DPW	Trailer	Highway Division	\$7,000	T48	1998	n/a	DPW	Trailer	Highway Division	\$8,000	A22	2000	n/a	DPW	Attachment	Leaf & Dirt Blower	\$8,976	\$192,577
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16-30	<u>Lane School Exterior Painting</u> Part of the planned exterior repainting program, funding for this project would be for painting of the exterior of Lane School, inclusive of trim and miscellaneous metals. Trim and fascia were last repainted in 2005. The fascia and metal on exterior canopies are beginning to rust and need prompt attention to prevent them from having to be replaced if ignored any longer	\$12,242
16-31	<u>John Glenn Middle School Classroom Modifications</u> Funding for this project would provide for modifications to the gym doors and additional hallway security to allow the gym area of the school to be closed off from the remainder of the school. This will allow voting and other rentals not to have access to the remainder of the school which is currently a security risk.	\$69,916
16-32	<u>Lane School Classroom Modifications</u> Funding for this project would provide for space modifications to address the lack of a conference room.	\$23,000
16-33	<u>Bedford High School Classroom Modifications</u> Funding for this project would provide for space modifications to the METCO office, teachers' lounge and the early childhood/CASE collaborative spaces.	\$53,500
16-34	<u>Town Infrastructure and Equipment</u> Funding for this project would allow for the annual replacement and renewal of Town IT systems and equipment. Included are printers, computers, monitors and network switches.	\$45,000
16-35	<u>School Technology – Computers</u> Funding for this project would provide for the necessary computer replacements/upgrades in all four schools. This request is part of an overall six year capital funding request for School Technology needs.	\$161,700
16-36	<u>Security System Video Surveillance</u> Funding for this project would provide for a new video surveillance system at all four schools. Surveillance cameras would be placed at exterior door locations, allowing for remote viewing by the principal and other authorized persons such as the Police Department improving the ability to manage access to the building, manage a building based crisis and deter and/or apprehend persons that have committed acts of vandalism or theft.	\$122,783
16-37	<u>Town Center/North Wing Exterior Painting</u> Funding for this project would provide for the repainting of the exterior wood and metal surfaces of the Town Center North Wing. The North Wing was last repainted in 2005.	\$36,744
16-38	<u>Depot Freight House Exterior Painting</u> Funding for this project would provide for the repainting of exterior wood clapboard and trim at the Depot Freight House. This area was last repainted in 2009.	\$28,413
16-39	<u>Town Hall Exterior Painting</u> Funding for this project would provide for the repainting of the exterior wood and metal surfaces of Town Hall. The exterior of Town Hall was last repainted in 2005.	\$32,180

16-40	<u>Library Front Door Replacement</u> Funding for this project would provide for the replacement of the original (1968) front doors of the Bedford Free Public Library which is in very poor condition. The hardware of the doors is beyond repair, and the doors are often difficult to lock and secure at closing time and at times have required a call to maintenance for assistance.	\$13,600
16-41	<u>Town Hall Interior Space Modifications</u> Funding for this project would provide for space modification including cubicle modifications and storage for the Finance/IT departments.	\$7,411
16-42	<u>Town Center Interior Window Blinds</u> Funding for this project would allow for the replacement of interior window blinds at Town Center. The existing blinds have been very problematic and some are currently broken due to heavy use. The new blinds proposed for purchase would be more durable than the existing blinds to allow for greater useful life.	\$31,500
16-43	<u>Town Hall/Town Center/Old Town Hall Site Lighting Upgrade</u> Funding for this project would allow for an upgrade of exterior site lighting at the Town Hall, Town Center and Old Town Hall to more energy efficiency fixtures	\$31,230
16-44	<u>Sabourin Field Visitors' Bleachers</u> Funding for this project would provide for the installation of bleachers for the Visitors' side of Sabourin Field. The pricing is inclusive of the concrete pad underneath the fixture.	\$65,000
16-45	<u>Salt & Sand Shed Feasibility Study</u> Funding for this project would provide for a study into the needs of a new salt and sand storage shed.	\$50,000
16-46	<u>Security and Lighting Systems</u> Funding for this project would provide for upgraded lighting and security cameras at the seasonal storage facility located at 108 Carlisle Road. The new cameras will be installed and configured to connect to the existing town wide video surveillance system.	\$52,000
16-47	<u>Davis School Building Systems Retro-commissioning</u> Funding for this project would provide for the retro-commissioning HVAC System to reduce energy use at Davis School. A building retro-commissioning program can achieve energy savings of 10% or more. The program involves a review of the design specifications to determine if changes in how a particular space is currently being used warrants making changes to the building lighting and HVAC control systems. The program also includes a review of how these systems are currently controlled to determine if changes will further improve efficiency. The scope of work includes development of a retro-commissioning plan, installation inspection, performance testing and verification and documentation of deficiencies for all HVAC equipment and controls and all lighting control systems.	\$60,853

16-48	<u>Sewer Pump Station Program</u> This project is part of the overall reconstruction of the Town's 30 sewer pump stations. This particular funding request will be for the replacement of the grinder at the Main Sewer Station on Great Road. Systematic repair and replacement of these stations reduces the time and cost of making emergency repairs and unscheduled replacements.	\$97,185
16-49	<u>Great Road Pumping Station</u> Funding for this project would repair the exterior shell of the pumping station as well as the façade. The dome on top of the pumping station is currently broken, allowing for animals to gain entry to the pump house.	\$22,050
16-50	<u>Water Main Improvement Project</u> This project is part of the multi-year program of cleaning and lining the older water mains to reduce rust deposits inside of cast iron pipes. Possible sections for FY16 include Loomis Street, South Road between Great Road and Loomis Street, and the easterly section of Railroad Avenue. Also being considered is the replacement of the water main on Springs Road between both ends of Gould Road and a section of Ledgewood Drive.	\$753,962
16-51	<u>Sewer Inflow & Infiltration</u> The proposed funding for this project would be used to design repair options for the extraneous flows (inflow and infiltration) that were recently identified as well as additional testing and manhole inspections. The project would reduce the flows into the Town sewer system thus reducing the sewer charges paid to the Massachusetts Water Resources Authority (M.W.R.A.).	\$200,000
16-52	<u>Town Wide Phone System</u> Funding for this project would provide for a new, Town-wide uniform phone system and eliminate the obsolete phone systems utilized by several departments. The system would be Voice Over I.P. and would reduce the costs paid to Verizon for the current phone lines.	\$378,106
16-53	<u>Street Lighting Upgrade to LED</u> The proposed funding is part of an ongoing project to replace all 1,500 street lights located throughout the Town with an energy efficient LED light fixture, as well as to replace the mast arms where needed. Grant funding has been received in the past for this project, and there is the possibility of future grant opportunities and energy rebates. 715 street lights have been replaced to date; this funding would provide for the remaining 785 street lights.	\$310,900
	<u>TOTAL APPROVED REQUESTS</u>	<u>\$4,294,804</u>

The following table shows a capital expenditures historical perspective for five fiscal years based on capital requests of the various School and Town departments.

Capital Expenditures Historical Perspective

	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Proposed FY16
Total funding requested	\$4,484,212	\$6,331,649	\$6,066,783	\$9,178,841	\$11,216,419
Funded through tax levy or available funds	\$851,340	\$1,573,441	\$1,043,442	\$1,458,644	\$2,532,601
\$ approved as % of requests funded through tax levy or available funds	18.9%	24.8%	17.19%	15.89%	22.58%

The FY16 review process has been completed. Sixty-Two (62) requests totaling \$11,216,419 from School and Town departments were presented to the CEC. The approved projects within the chart above reflect capital expenditures that were not bonded, funded through either water or sewer rates, or voted at prior Town Meetings under separate articles on the Warrant. Using the same methodology, FY16's percentage of proposed approved requests relative to total FY16 requests is 22.58%.

Capital Expenditures Over the Next Five Years

As indicated above, the draft of proposed projects for years FY2017 thru FY2021 will be provided at Annual Town Meeting as a new subsection to the budget summary booklet. Below are the tentative amounts for each fiscal year, inclusive of all projects, regardless of Tax Levy, Water/Sewer or Bonding that will need to be done over the next five years.

Proposed FY2017	Proposed FY2018	Proposed FY2019	Proposed FY2020	Proposed FY2021
\$11,303,341	\$10,315,333	\$7,114,707	\$6,548,229	\$6,746,035

Respectfully submitted,

Jon O'Connor, *Chair*

Brian Bartkus

Anthony Battaglia

Karen Dunn

James O'Neil

Jean-Marc Slak

William Moonan, *Selectmen Representative*

Barbara Perry, *Finance Committee Representative*

Abbie Seibert, *School Committee Representative*

Warrant for Annual Town Meeting 2015

To any of the Constables of the Town of Bedford in the County of Middlesex.
Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the legal voters of said Town of Bedford, qualified to vote at Town Meeting for the transaction of Town affairs, to meet in said Town in the Bedford High School Auditorium, Monday, March 23, 2015 at 7:30 p.m. then and there to vote upon the following articles:

Article 1
Reports of Town Officers and Committees

To hear and act upon the reports of Town officers and committees.

This article provides for officers and committees so instructed to report to Town Meeting their progress or recommendations.

Article 2
Debate Rules

To determine whether the Town will vote to adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

pass any vote or take any action relative thereto.

This article proposes time limitations on presentations and debate of articles before this Town Meeting.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 3
Consent Article

To determine whether the Town will vote to:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2015 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;

- B. Raise and appropriate the sum of \$62,000 for an audit of Fiscal Year 2015 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2016;
- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2016;
- E. Authorize the Selectmen, during Fiscal Year 2016, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

pass any vote or take any action relative thereto.

Sections A-E of this article has been regularly voted by past Town Meetings. Section A would authorize short-term borrowing in anticipation of revenue. Section B would appropriate funds for the FY15 audit.

Section C proposes that the Town accept a state law provision that permits adjustment in Fiscal Year 2016 to the eligibility age permitted, gross receipts and whole estate limits set forth in Massachusetts General Laws pertaining to an existing elderly property tax exemption. This same provision has been approved by Town Meeting each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemption to be available. If this section is not adopted, the exemptions levels would return to Fiscal Year 2003 levels. At that time, property owners could qualify for the exemptions if they were 70 years old, had income (gross receipts) not more than \$13,000 for a single person and \$15,000 combined for two married people, and had combined assets (whole estate) of not more than \$28,000 for a single person and \$30,000 combined for two married people. Under this proposed article, the income limit would be increased to \$20,000 for a single person and \$30,000 combined for two married people, and the asset limit could be increased up to \$40,000 for a single person and \$55,000 combined for two married people. These are the maximums permitted under the law allowing property tax exemptions. Persons who qualified for exemptions in Fiscal Year 2003 were eligible for a maximum exemption of \$500. If Section C is approved as written, the exemption would increase 100% resulting in a maximum exemption of \$1,000. In Fiscal Years 2004 and 2005 the exemption was increased by only 50% resulting in a maximum exemption of \$750. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2016.

Section D proposes that the Town accept a state law provision that allows for increases in all property tax exemptions currently granted by the Town. This same provision has been approved by Town Meeting for each fiscal year since 2004. It must be reapproved each fiscal year by Town Meeting for the increased exemptions to be available. If Section D is not adopted, the exemptions levels would return to Fiscal Year 2003 levels which at that time were as follows: Clause 17D allowed an exemption of up to \$175 for surviving spouses or minor children occupying a property; Clauses 22, 22A, 22B, 22C, 22D, and 22E allowed veterans exemptions of various types and amounts between a maximum of \$400 and \$2,500; Clause 37A allowed an exemption of up to \$500 for a blind person owning and occupying a property. Each clause has certain eligibility requirements that must be satisfied to receive the exemption and only one type of exemption can be granted for each property. If Section D is adopted, a uniform percentage

increase of 100% would be applied to all of the exemptions. In Fiscal Years 2004 and 2005 the exemptions were increased by only 50%. Since Fiscal Year 2006 the exemption was increased by 100% as is proposed for Fiscal Year 2016.

Section E proposes to delegate to the Selectmen on behalf of the Town to accept any and all easements for sidewalks, trails, drainage, and other utility purposes during Fiscal Year 2016. Massachusetts General Laws otherwise require that Town Meeting accept any interest in real property including easements. In the course of the year, easements on private property are often required to implement sidewalk, trails, road, and drainage improvements. Providing the Selectmen with the authority to accept easements will expedite planning and implementation of projects.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$1.07

Article 4

Amend Cable Television Revolving Fund Expenditure Limit

To determine whether the Town will vote to amend the vote taken under Article 4 of the 2014 Annual Town Meeting, Reauthorization of Revolving Funds by increasing the annual expenditure limitation pertaining to the revolving fund established under Section 3 of said Article 4 for cable television franchise fees and revenues to \$250,000; pass any vote or take any action relative thereto.

This article proposes to increase the annual expenditure limitation for the Cable Television Revolving Fund from the current limit of \$200,000 to a new limit of \$250,000. Revenues deposited in this fund are received from the two cable television franchise operators licensed within the Town of Bedford. When the current expenditure limit was approved at the 2014 Annual Town Meeting, the Selectmen had not yet finalized a new contract for public, educational and governmental access services. As a result, the expected FY15 expenditures were not firm. The approved contract with Bedford Community Access Television, Inc. is \$177,000 for FY15. In addition, the Town will charge to this Revolving Fund \$23,000 in costs it incurs for providing the contract or space in the Old Town Hall. Finally, capital expenditures related to the equipment needs of the contractor are also charged to the Cable Television Revolving Fund. The sum of these three categories of expenditures leads to the need to increase the expenditure limitation to \$250,000.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended

Article 5

Reauthorization of Revolving Funds

To determine whether the Town will vote to:

- A. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund to be under the jurisdiction of the Board of Library Trustees, such fund to be used for the purchasing of library materials, and to be comprised of charges for lost or damaged library

materials or cards, and late fines to the extent that such fines and charges exceed \$17,000, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$25,000 for said Fiscal Year 2016;

- B. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for the Conservation Commission, and to authorize the Conservation Commission to deposit into such fund any and all consultant fees from permit applicants, and to use such funds for the purchase of consultant services needed to fulfill the work of the commission, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;
- C. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for cable television revenue to be under the jurisdiction of the Selectmen, such fund to be used for purchasing equipment, supplies, and services related to cable television including public, educational and government access, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$250,000 for said Fiscal Year 2016;
- D. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for fees and revenue received from the operation of Depot Park to be under the jurisdiction of the Selectmen, such fund to be used for the maintenance and improvements for Depot Park and purchasing equipment, supplies, and services related to the operation of Depot Park, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$75,000 for said Fiscal Year 2016;
- E. Establish, pursuant to M.G.L., Chapter 44, Section 53E½ for Fiscal Year 2016, a departmental revolving fund for fees and revenue received from the operation of Old Town Hall and Town Center to be under the jurisdiction of the Selectmen, such fund to be used for the operation and maintenance of Old Town Hall and Town Center, including utility expenses and purchasing equipment, supplies, and services related to Old Town Hall and Town Center, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$150,000 for said Fiscal Year 2016;
- F. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2016, a departmental revolving fund for the Department of Public Works for any and all revenue from the refuse collection and recycling program, and to use such funds for any expenses related to said refuse collection and recycling program including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins, educational mailings and postage, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;
- G. Establish, pursuant to M.G.L. Chapter 44, Section 53E1/2 for Fiscal Year 2016, a departmental revolving fund for the Facilities Department, and to authorize the Facilities Department to deposit into such fund any and all revenue generated from utility incentives for the purchase and resale of energy, and to use such funds for the purchase of energy and energy conservation efforts, and to provide, moreover, that expenditures from such revolving fund shall not exceed a total of \$100,000 for said Fiscal Year 2016;
- H. Establish, pursuant to M.G.L., Chapter 44, Section 53E1/2 for Fiscal Year 2016, a departmental revolving fund to receive monies, gifts, and fees charged for public health programs, such as clinics sponsored by the Board of Health, and further, to authorize the Board of Health to administer and expend funds for these and related programs, such as medical services, up to a limit of \$25,000 in Fiscal Year 2016; pass any vote or take any action relative thereto.

Section A would reauthorize a revolving fund for the library charges and fines. Section B would reauthorize a revolving fund for Conservation Commission contributions used for consultant fees. Section C would reauthorize a revolving fund for cable television franchise fees and revenue to be used for purchasing equipment, supplies, and services related to the operation of cable television municipal access channels. Section D would reauthorize a revolving fund for the maintenance and operation of

Depot Park. Section E would reauthorize a revolving fund administered by the Facilities Department for Old Town Hall and Town Center. Section F would reauthorize a revolving fund for refuse and recycling programs that offset operating budget expenses for these programs. Section G would reauthorize a revolving fund for energy-related revenue and expenses to be used for energy purchase and conservation efforts. Section H would reauthorize a revolving fund for the Board of Health for the purchase of vaccines and conducting flu clinics. The revolving funds in Sections C, D, E, F and G are all under the control of the Selectmen. The following table represents the FY2014 and FY2015 financial data as required under Massachusetts General Laws for each of the above revolving funds:

	FY2014			FY2015 (as of 12/31/14)	
	Revenues	Expenditures	Ending Balance	Revenues	Expenditures
<i>A. Library</i>	13,570.75	3,481.84	47,298.50	2,015.02	11,634.29
<i>B. Conservation Commission</i>	6,713.30	1,575.81	39,119.90	5,590.00	0.00
<i>C. Cable Television</i>	219,992.41	177,895.40	139,393.97	295,689.43	93,475.00
<i>D. Depot Park</i>	29,432.74	23,284.27	57,801.52	7,762.38	11,215.58
<i>E. Old Town Hall & Town Center</i>	114,401.37	104,379.63	10,406.43	40,744.77	46,180.14
<i>F. Refuse Collection & Recycling</i>	48,200.00	36,177.36	63,232.08	23,688.13	25,268.85
<i>G. Utility Incentives & Energy</i>	13,809.00	1,215.00	2,370.00	4,828.00	0.00
<i>H. Public Health Programs</i>	14,339.85	9,317.29	18,631.99	1,435.63	13,069.24

RECOMMENDATIONS

Selectmen: Approval recommended
 Finance Committee: Approval recommended

Article 6 *Bills of Prior Year*

To determine whether the Town will vote to appropriate, and transfer from available funds or otherwise provide a sum of money to pay for services rendered or goods received in a previous year; pass any vote or take any action relative thereto.

This article provides for the payment of bills that were not received in time for payment in prior fiscal years.

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
 Finance Committee: Recommendation to be given at Annual Town Meeting

Article 7

General Bylaw Amendment – Volunteer Coordinating Committee

To determine whether the Town will vote to amend General Bylaws of the Town of Bedford under Article 30 – Volunteer Coordinating Committee as follows:

30.2 Membership

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall consist of ~~three~~ **five** members appointed by the Selectmen for three year terms.

Revised New Text:

The Volunteer Coordinating Committee shall consist of five members appointed by the Selectmen for three year terms.

30.3 Purpose

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall recruit and identify qualified candidates for ~~all~~ appointive offices in the Town, except for **the following:**

- appointees who work full or part time for remuneration, ~~and except for appointments to~~
- the Volunteer Coordinating Committee - ,
- **incumbents under consideration for reappointment,**
- **appointees of elected and appointed boards and committees other than those of the Selectmen.**

Revised New Text:

The Volunteer Coordinating Committee shall recruit and identify qualified candidates for appointive offices in the Town, except for the following:

- appointees who work full or part time for remuneration,
- the Volunteer Coordinating Committee,
- incumbents under consideration for reappointment,
- appointees of elected and appointed boards and committees other than those of the Selectmen.

30.4 Responsibilities

Current Text with Proposed Changes:

The Volunteer Coordinating Committee shall present, for each appointment made by each appointing authority, a list to the appointing authority of names from which to choose, ~~including the incumbent if he or she wishes to be reappointed.~~ **No** The appointing authority may **not** choose an appointee whose name does not appear on such list unless ~~the three~~ names have not been provided within ~~60~~ **30** days. The Volunteer Coordinating Committee, however, shall provide additional names if so requested.

Revised New Text:

The Volunteer Coordinating Committee shall present, for each appointment made by each appointing authority, a list to the appointing authority of names from which to choose. The

appointing authority may not choose an appointee whose name does not appear on such list unless names have not been provided within 60 days. The Volunteer Coordinating Committee, however, shall provide additional names if so requested.

This proposed Bylaw amendment would make Article 30 consistent with the Charter amendments relating to the Volunteer Coordinating Committee (VCC) that were approved on November 6, 2014 at Special Town Meeting. Two members would be added to the VCC to increase its total membership to five (5). The description of positions for which the VCC will recruit candidates would be revised to reflect current practice. The time period for which the VCC must supply a list of candidates to the appointing authority would be extended to sixty (60) days. In addition, this proposed bylaw amendment would eliminate reference to a specific number of volunteers that must be identified for each vacancy that exists.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 8 **General Bylaw Amendment – Cable Television Committee**

ARTICLE 26 – CABLE TELEVISION COMMITTEE

To determine whether the Town will vote to amend General Bylaws of the Town of Bedford under Article 26 – Cable Television as follows:

26.4 Responsibilities

Current Text:

The committee responsibilities are to:

- Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance;
- Inform relevant parties of instances of license or contract noncompliance;
- Investigate and work to resolve any consumer problems relating to the operation of cable television.

Proposed Text

The committee responsibilities are to:

- Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance;
- Inform relevant parties of instances of license or contract noncompliance;
- **Monitor the Town's cable television funds and advise the Selectmen and Town Manager on expenditures from those funds**
- Investigate and work to resolve any consumer problems relating to the operation of cable television.

SUBMITTED BY PETITION

This petitioners' article proposes to amend the General Bylaws so as to add an additional responsibility for the Cable Television Committee.

RECOMMENDATIONS

Selectmen: Disapproval Recommended
Finance Committee: Recommendation to be given at Annual Town Meeting

Article 9***Home Rule Petition for Additional Alcoholic Beverage Licenses***

To determine whether the Town will vote to authorize the Selectmen to petition the General Court for special legislation to authorize the Town to issue eight (8) additional licenses for the sale of all alcoholic beverages to be drunk on premises as follows:

**AN ACT AUTHORIZING THE TOWN OF BEDFORD TO GRANT
ADDITIONAL ALCOHOLIC BEVERAGE LICENSES**

*Be it enacted by the Senate and House of Representative in General Court assembled,
and by the authority of the same, as follows:*

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Bedford may grant eight (8) licenses for the sale of all alcoholic beverages to be drunk on the premises under Section 12 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except Section 17.

SECTION 2. Licenses issued pursuant to this Act shall be non-transferrable to any other locations, persons, corporations, organizations, or entities, except that licenses issued pursuant to this Act shall be transferable by any person, corporation, organization, or entity to any other person, corporation, organization, or entity, solely for use within the permitted location. Any transfer in violation of this Act shall render said license null and void.

SECTION 3. Notwithstanding Sections 12 and 77 of Chapter 138 of the General Laws, the licensing authority of the Town of Bedford may restrict the licenses issued pursuant to this Act to holders of common victualler licenses.

SECTION 4. The licenses granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority and may be granted by the licensing authority of the Town of Bedford to new applicants that are persons, corporations, organizations, or entities located in the permitted location, solely for use within the same permitted location.

SECTION 5. This Act shall take effect upon its passage.

and to determine whether the General Court may make clerical or editorial changes of form only to the bill, unless the Selectmen are authorized to approve amendments which shall be within the scope of the general public objectives of the petition; pass any vote or take any action relative thereto.

This article proposes to authorize the Selectmen to file special legislation with the Massachusetts State Legislature for the purpose of allowing the Selectmen to issue eight (8) additional licenses for the sale of all alcoholic beverages in restaurants. Massachusetts law establishes a quota for the number of such licenses that the Selectmen can issue based the Town's population. At the current 2010 US Census population of 13,765 the Bedford Selectmen are permitted to issue a maximum of fourteen (14) all alcohol

on-premise licenses. With the maximum number of licenses already issued, the Selectmen seek special legislation to allow issuance of up to eight (8) additional licenses. The daytime population of Bedford is approximately twice the residential population because of the number of employees working at the business and institutional organizations located in Bedford. Having the ability to issue additional licenses would foster the growth of the restaurant industry as well as support the general economy in Bedford.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 10

Rescind Remaining Unused Portion of 2014 Bond Authorization for Bedford Street Sewer Force Main Improvement

To determine whether the Town will vote to rescind the \$211,653 balance of the \$1,861,429 borrowing authorized under Article 15 of the March 24, 2014 Town Meeting Warrant for sewer force main replacement, and any other costs incidental or related to such project, which is no longer required to complete the project for which it was authorized, pass any vote or take any action relative thereto.

This article proposes to rescind the remaining balance of the borrowing authorized under Article 15 of the 2014 Annual Town Meeting for the Bedford Street Sewer Force Main Improvement. This bond authorization was used to fund repairs to 2,700 linear feet of the sewer force main that connects the Bedford sewer system to the Massachusetts Water Resources Authority sewer system. The project for this portion of the sewer force main was completed; however, another project for other portions still needing repair are proposed in Article 11 below.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure Committee:	Approval recommended

Article 11

Bond Authorization – Bedford Street Sewer Force Main Improvement

To determine whether the Town will vote to appropriate a sum of \$4,500,000, or any other sum, for sewer force main replacement, and all other costs incidental or related thereto, to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

This article proposes a bond authorization of \$4,500,000 for the Bedford Street sewer force main that transports sewage from the main sewer pump station on The Great Road to a Massachusetts Water Resources Authority sewer main in Lexington. In January 2014 a break in the sewer force main under Bedford Street in Lexington was discovered and repaired. Inspection of the main while under repair revealed that the sewer force main was corroded and in need of significant repairs in the vicinity of the break. The portion of the sewer force main in Lexington from Westview Cemetery to Eldred Street was relined this past fall. Two additional breaks occurred this past year in other sections of the sewer force main demonstrating that the rest of the sewer force main requires relining. It is proposed to repair the remaining two sections of the main. The first section is 3,900 linear feet from the main Bedford Sewer

Pump Station at 299 The Great Road to Westview Cemetery in Lexington. The second section is 4,280 linear feet from Eldred Street in Lexington to North Hancock Street in Lexington.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure Committee:	Approval recommended

Article 12

Bond Authorization - Amend Capital Project 09-17 Water Standpipe Painting and Preparations

To determine whether the Town will vote to amend the bond authorization approved under Article 17 of the 2008 Annual Town Meeting for Project 09-17, Water Standpipe and Preparations, by increasing the appropriation by the sum of \$170,000 or any other sum, for painting and related preparations and rehabilitation of the Crosby Drive Water Tank, and all other costs incidental or related thereto; and to determine whether this appropriation shall be raised by borrowing or otherwise; pass any vote or take any action relative thereto.

This article proposes a bond authorization of \$170,000 for completing a project at the Crosby Drive Water Tank which is in need of repainting. The original project was funded in two steps. Town Meeting previously approved Fiscal 2009 funds in the amount of \$150,000 as part of Project 09-17 for relocating cellular telephone antennas from the top of the water tank to a new cellular telephone antenna tower to be built and owned by the Town. Town Meeting later appropriated Fiscal Year 2010 funds in the amount of \$260,000 for the repainting of the Crosby Drive Water Tank. The repainting of the tank has not proceeded because the current estimate for the construction of the new cellular telephone antenna tower including engineering costs is \$320,000. Therefore, an additional \$170,000 is required for this project. Hosting the cellular telephone antennas on this Town site is financially beneficial to the Town with annual revenue collected being in the range of \$125,000 to \$150,000.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure Committee:	Approval recommended

Article 13

Proposed FY2016 Capital Projects Plan

To determine whether the Town will vote to appropriate the total sum of \$4,294,804, or any other sum, for the items contained within the following proposed Fiscal Year 2016 Capital Projects Plan and to determine whether such sums shall be raised in the tax levy, transferred from available funds, borrowed, appropriated from the Stabilization Fund, or by any combination of these methods; pass any vote or take any other action relative thereto:

Project	Project Name	Appropriation
16-01	Town Wide Emergency Generator Stacks	\$24,000
16-02	Davis School Emergency Generator	\$123,249
16-03	Emergency Standby Power Expansion	\$12,000
16-04	Fire Station Attic HVAC	\$14,800

16-05	Fire Station Sewer Pumps	\$16,284
16-06	Crossmatch Guardian Fingerprint System	\$12,000
16-07	John Glenn Middle School Boiler Repair	\$14,175
16-08	Police Station Interior Space Modification	\$16,088
16-09	School Technology - Infrastructure	\$255,000
16-10	Fire Channel One	\$69,828
16-11	Sabourin Field Lighting Replacement	\$175,000
16-12	John Glenn Middle School Classroom Renovations	\$26,000
16-13	Town Copier Replacement	\$9,769
16-14	Town Document Management System Expansion	\$6,440
16-15	Town Network & Servers	\$14,580
16-16	Town Network Storage Array	\$30,000
16-17	Fire Department Thermal Image Cameras	\$34,635
16-18	John Glenn Middle School Emergency Standby Power Expansion	\$20,000
16-19	Davis School Modular Kindergarten Classrooms	\$121,000
16-20	AssessPro Software Upgrade	\$25,250
16-21	Bedford High School Exhaust Fan High Capacity Phase 1	\$137,500
16-22	School Buildings Feasibility Study	\$78,750
16-23	John Glenn Middle School Site Lighting Upgrade	\$18,745
16-24	DPW Interior Space Modification	\$10,890
16-25	Town Center Interior Space Modification	\$10,678
16-26	Library Exterior Painting	\$13,000
16-27	School Photocopier Replacement	\$20,891
16-28	School Technology – White Board and Printer Replacements	\$132,400
16-29	Vehicle and Equipment Replacement	\$192,577
16-30	Lane School Exterior Painting	\$12,242
16-31	John Glenn Middle School Classroom Modifications	\$69,916
16-32	Lane School Classroom Modifications	\$23,000
16-33	Bedford High School Classroom Renovation	\$53,500
16-34	Town Infrastructure and Equipment	\$45,000
16-35	School Technology - Computers	\$161,700
16-36	Security System Video Surveillance	\$122,783
16-37	Town Center/North Wing Exterior Painting	\$36,744
16-38	Depot Freight House Exterior Painting	\$28,413
16-39	Town Hall Exterior Painting	\$32,180
16-40	Library Front Door Replacement	\$13,600
16-41	Town Hall Interior Space Modification	\$7,411
16-42	Town Center Interior Window Blinds	\$31,500
16-43	Town Hall/Town Center/Old Town Hall Site Lighting Upgrade	\$31,230
16-44	Sabourin Field Visitors' Bleachers	\$65,000
16-45	Salt & Sand Shed Feasibility Study	\$50,000
16-46	Security and Lighting Systems	\$52,000
16-47	Davis School Building Systems Retro-commissioning	\$60,853
16-48	Sewer Pump Station Program	\$97,185
16-49	Great Road Pumping Station	\$22,050
16-50	Water Main Improvement Project	\$753,962
16-51	Sewer Inflow and Infiltration	\$200,000
16-52	Town Wide Phone System	\$378,106
16-53	Street Lighting Upgrade to LED	\$310,900
TOTAL		\$4,294,804

This article would provide funds for the various projects contained within the Fiscal Year 2016 Capital Projects Plan. At the time the warrant was printed, it was intended that the Town would utilize the tax levy or a transfer from available funds, or a combination thereof, to fund Projects 16-01 through 16-47. Projects 16-48 and 16-49 would be funded through revenue collected from sewer and water user fees during Fiscal Year 2016. A bond authorization will be proposed for Projects 16-50 through Project 16-53. Projects utilizing the tax levy or available funds require only a simple majority vote. A bond authorization for Projects 16-50 through 16-53 would require a two-thirds vote. A description of all projects is contained in the Capital Expenditure Committee's Report on pages 6 through 14 of this Warrant.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Capital Expenditure:	Approval recommended
Residential Tax Impact:	\$43.51

Article 14 **Amend FY2015 Community Preservation Budget**

The Community Preservation Committee recommends the following amendment to the Fiscal Year 2015 Community Preservation appropriations voted in Article 19 of the 2014 Annual Town Meeting, with this item considered an amended appropriation:

Amended Appropriation		Previous FY15 Appropriation	Proposed Reduction	Total FY15 Recommended
11	Affordable Housing Reserves	\$350,000.00	\$107,000.00	\$243,000.00

pass any vote or take any action relative thereto.

This article proposes an amendment to the Fiscal Year 2015 Community Preservation Budget adopted at the 2014 Annual Town Meeting, and amended at 2014 Special Town Meeting. The Community Preservation Committee is recommending that a reduction in the Affordable Housing Reserve appropriation be made. The description of the proposed amendment is contained below:

11. Affordable Housing Reserves – *This reduction in funds would balance the FY15 budget. Other appropriations have already satisfied the required annual minimum affordable housing CPA appropriation of 10%. This adjustment in the appropriation would decrease the balance in this reserve account to \$1,007,068.40.*

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Community Preservation Committee:	Approval Recommended

Article 15 **Community Preservation Budget – Fiscal Year 2016**

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2016 Community Preservation Fund Revenues and Community Preservation

Fund Balance, unless otherwise specified, for Fiscal Year 2016 Community Preservation purposes with each item considered a separate appropriation:

	APPROPRIATIONS	CP FY16 Funds
1	Administrative	\$ 10,000.00
2	Affordable Housing Consultant	\$ 15,000.00
3	Bond Payment – Town Center	\$ 190,175.00
4	Bond Payment – 350A Concord Road	\$ 467,763.00
5	Bond Payment – Town Hall MEP Project	\$ 47,068.00
6	Bicycle Repair Stand	\$ 1,100.00
7	Washington Street Bridge	\$ 175,000.00
8	Athletic Field Development	\$ 600,000.00
9	Narrow Gauge Rail Trail	\$ 56,265.00
10	Historic Properties Preservation Fund	\$ 75,000.00
	RESERVES	
11	Affordable Housing	\$ 166,660.10
	TOTAL	\$ \$1,804,031.10

pass any vote or take any action relative thereto.

This article proposes projects and reserves recommended by the Community Preservation Committee for FY16 under Bedford's Community Preservation Act (CPA) accepted by the Town in March 2001. Descriptions of the proposed projects follow:

- 1. Administrative** – Administrative expenses for legal work and clerical costs are included in this item.
- 2. Affordable Housing Consulting Services** – Funding would allow continued use of affordable housing consultant services made available through an inter-municipal agreement made with several area communities or through other procurement contracts for such services.
- 3. Town Center North Wing Project Bond Payment** – Funding would provide the necessary payment during FY16 for the bonded cost of the previously approved restoration project.
- 4. 350A Concord Road Bond Payment** – Funding would provide the necessary payment during FY16 for the bonded cost of the previously approved purchase of land.
- 5. Town Hall MEP Project Bond Payment** – Funding would provide the necessary payment during FY16 for the bonded cost of the previously approved mechanical, electrical and plumbing project for Town Hall.
- 6. Bicycle Repair Stand** – Funding would provide for a secured, outdoor bike stand, pump, and tool set which would allow bicyclists to do quick or emergency repairs (tire inflation/repair, brake and shift adjustments, minor tune-up). Possible suitable locations include the schools, Depot Park, or Town Center. There are currently over 20 repair stands in the Boston Metro area with the closest one to Bedford being Fresh Pond, Cambridge.
- 7. Washington Street Bridge** – Funding would be for replacement of the existing (recently condemned) Washington Street foot bridge which is a key link for pedestrian traffic from the surrounding neighborhood to the Town Center, especially for students. The proposed permanent structure will replace a private property bridge and improve access to the Minuteman Bikeway Extension and school campuses. If the project is delayed, residents may seek alternative means, including installation of another temporary unpermitted bridge (possibly creating a new trail).

An easement for the replacement bridge to be located at the end of Washington Street has already been secured.

- 8. Athletic Field Development** – Funding would be for the development of athletic fields at Liljegren Way (former St. Michael's land). The total anticipated cost of development is \$1,600,000.
- 9. Narrow Gauge Rail Trail** – Funding for this project would provide for the resurfacing of 10,625 linear feet of the stone dust section of the Narrow Gauge Rail trail from Great Road to the end at the Billerica Town Line.
- 10. Historic Properties Preservation Fund** – In 2014 funds were utilized for the Passenger Depot Restoration Project. \$75,000 would partially replenish the Historic Properties Preservation Fund to its earlier level. This fund is used as a reserve source for the preservation of historic buildings.
- 11. Affordable Housing Reserves** – These funds would be placed in reserve for Affordable Housing. Other appropriations have already satisfied the required annual minimum affordable housing CPA appropriation of 10%. This additional funding is in anticipation of future costly endeavors such as the other 40 units in need of remodeling at Ashby Place, potential development of housing at the former Coast Guard Property, and potential expiring use restriction at Bedford Village. This appropriation would increase the balance in this reserve account to \$1,173,728.50.

RECOMMENDATIONS

Selectmen:	Approval Recommended
Finance Committee:	Approval Recommended
Community Preservation Committee:	Approval Recommended

Article 16

Supplement Operating Budget for Fiscal Year 2015 and Articles of the 2014 Annual Town Meeting

To determine whether the Town will vote to transfer from available funds or otherwise provide a sum of money to be added to sums appropriated under certain Operating Budgets for Fiscal Year 2015 first voted under Article 24 of the Annual Town Meeting of 2014 or to sums appropriated under certain articles voted at the Annual Town meeting of 2014; pass any vote or take any action relative thereto.

This article would provide additional funds to be added to the Fiscal Year 2015 Operating Budget and other articles voted at the 2014 Annual Town Meeting.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

Article 17

Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule

To determine whether the Town will vote to amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2015, unless another effective date is set forth herein.

A. Management / Professional Schedule (Annual)

	Min.	Mid.	Max.
M-21	88,704	107,553	126,403
DPW Director			
Fire Chief			
Police Chief			
M-20	84,480	102,432	120,384
Facilities Director			
Finance Director/Treasurer & Collector			
M-18	75,970	91,164	106,358
Capital Project Manager			
M-17	71,747	85,200	98,652
Assistant Town Manager			
Code Enforcement Director / Building Inspector			
DPW Engineer			
Library Director			
M-16	67,053	79,626	92,199
Accountant			
Associate Assessor			
Health Director			
Information Systems Manager			
Planning Director			
M-15	62,747	73,728	84,709
Assistant Facilities Director			
Council on Aging Director			
DPW Business Manager			
Economic Development Coordinator			
Grounds Operations Manager			
Highway Operations Manager			
Human Resources/Management Analyst			
Recreation Director			
Town Clerk			
Water & Sewer Operations Manager			
Youth & Family Services Director			
M-14	58,099	68,266	78,434
Assistant Library Director			
M-13	53,875	62,630	71,384
Assistant Recreation Director			
Civil / Environmental Engineer			
Community Nurse			
Conservation Administrator			
Facilities Information and Procurement Analyst			

GIS Analyst

Local Building Inspector

Plumbing/Gas Inspector

Program Coordinator

Prevention Services Coordinator

Recycling Coordinator

Senior Librarian

Technical Support Specialist

Wiring Inspector

M-12

49,427

57,459

65,490

Assistant Assessor

Assistant Planner

Building & Systems Superintendent

Elder Services Coordinator

Engineering Technician

Health Agent

Librarian

School-Age Child Care Director

M-11

45,422

52,235

59,048

Archivist

Assistant Accountant

Assistant Treasurer & Collector

Data Collector

Engineering Assistant

Engineering & Mechanical Assistant

Human Services Assistant

Youth & Family Services Counselor

M-10

41,293

47,486

53,680

Finance Assistant

Respite Care Coordinator

Senior Library Technician

Youth Worker

M-9

37,609

42,781

47,952

Animal Control Officer

School Traffic Supervisor

M-7

30,588

34,412

38,235

Assistant Youth Worker

Veteran's Services Officer

B. Secretarial Clerical (35 hr/wk)**Min.****Mid.****Max.**

Administrative Assistant II

784.06

891.87

999.67

Administrative Assistant I

726.21

826.06

925.91

Department Assistant III

680.59

765.66

850.73

Department Assistant II

629.92

708.66

787.40

Department Assistant I

590.32

656.73

723.15

C. Library (40 hr/wk)**Step 1****Step 2****Step 3****Step 4****Step 5**

Library Assistant II

17.03

17.71

18.39

19.14

19.91

Library Assistant I	15.77	16.40	17.02	17.72	18.44	
Library Page	9.24	9.58	9.92	10.26	10.60	
Custodian	15.70	16.31	16.98	17.67	18.35	
D. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Chief Sewer System Operator (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Working Foreman (c.)	960.25	1,008.26	1,058.69	1,111.63	1,167.22	1,190.56
Electrician (c.)	944.03	981.82	1,021.08	1,061.93	1,104.41	1,126.49
Maintenance Craftsman (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Mechanic (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Water System Operator (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Sewer System Operator (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Assistant Working Foreman (c.)	927.10	964.19	1,002.77	1,042.88	1,084.60	1,106.29
Heavy Equipment Operator (c.)	840.52	874.14	909.11	945.47	983.30	1,002.96
Summer Laborer (interim / seasonal)	12.50/ per hr.					
E. Public Health (c.)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Registered Nurse - licensed (annual)	42,100	43,995	45,974	48,043	50,205	52,464
School Registered Nurse - licensed (PT hourly)	32.33	33.79	35.31	36.90	38.56	40.29
	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
School Registered Nurse - licensed (annual)	54,825	57,293	59,871	62,565	65,381	68,323
School Registered Nurse - licensed (PT hourly)	42.11	44.00	45.98	48.05	50.21	52.47
	Step 1	Step 2				
School Registered Nurse - unlicensed (annual)	38,359	40,277				
School Registered Nurse - unlicensed (PT hourly)	29.46	30.78				
F. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,381.97	1,418.40	1,521.83	1,560.93	1,600.58	1,639.36
Lieutenant - Fire (c.)	1,179.77	1,200.94	1,277.58	1,299.81	1,322.13	1,360.90
Private - Fire (c.)	1,008.37	1,026.34	1,091.30	1,110.12	1,129.02	1,167.80
Student Firefighter	715.65/wk.					
Call Lieutenant	3,223.14/yr. max		3,455.09/yr. max with EMT			
	16.28/hr.		17.11/hr. Spec. Assign.			
Call Firefighter	2,747.20/yr. max		2,915.89/yr. max with EMT			
	14.48/hr.		15.49/hr. Spec. Assign.			
G. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lieutenant - Police (c.)	1,465.84	1,491.69	1,517.66	1,544.22		
Sergeant - Police (c.)	1,263.66	1,285.94	1,308.33	1,331.22		
Patrol Officer - Police (c.)	1,012.50	1,030.99	1,097.82	1,117.18	1,136.63	1,157.09
Patrol Officer - Police (c.)	Step 7					
	1,177.91					
Student Police Officer	715.65/wk.					
Police Matron	18.50/hr.		20.08/hr. nights and weekends			
H. Public Safety - Dispatch (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	701.22	736.27	773.08	811.74	852.32	894.94

Emergency Communications Officer II (c.)	718.75	754.68	792.41	832.04	873.63	917.31
Lead Emergency Communications Officer (c.)	736.28	773.08	811.74	852.33	894.94	936.69

I. Recreation Programs**School-Age Child Care Program (40 hr/wk)**

	Min.	Mid.	Max.
Assistant Director	16.00	18.50	21.00
Group Leader	12.78	16.75	20.25
Aide (High School)	10.00	11.00	12.00

Youth Center Staff (Hourly - effective July 1, 2013)

Supervisor	17.00	19.00	21.00
Adult Staff (H.S. Graduates)	15.00	16.50	18.00
Junior Staff (H.S. Students)	10.00	11.00	12.00

Springs Brook Park Program (Hourly - effective May 15, 2014)

Director/Manager	20.55	27.76	34.96
Aquatics Director	18.00	21.50	25.00
Assistant Director	15.00	17.00	20.00
Supervisor	11.00	13.00	15.00

	Level A	Level B	Level C	Level D	Level E
Swimming Staff III	11.85	12.15	12.45	12.75	13.05
Swimming Staff II	10.54	10.76	10.98	11.25	11.55
Swimming Staff I	9.44	9.66	9.88	10.10	10.32
Crew III	8.80	9.00	9.20	9.40	9.60
Crew II	7.80	8.00	8.20	8.40	8.60
Crew I	7.00	7.15	7.30	7.45	7.60

Summer Adventures/Summer Recreation Programs**(Hourly - effective May 15, 2014)**

	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Assistant Director	17.70	19.64	21.59
Program Leader	15.37	17.68	20.33

	Level A	Level B	Level C	Level D	Level E
Supervisor	16.00	16.40	16.81	17.23	18.01
Administrative Coordinator	16.00	16.40	16.81	17.23	17.66
Program Staff	12.00	12.66	13.36	14.09	14.87
Counselor (HS Grad) *	8.50	9.00	9.50	10.00	10.50
Counselor (HS) *	8.00	8.30			
Aide	7.50				
Overnight Stipend	100.00/night				

* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

Instructional Programs (hourly)

	Min.	Mid.	Max.
Program Instructor II	25.00	37.50	60.00
Program Instructor I	15.00	20.00	30.00
Program Aide	10.00	13.00	15.00

	Level A	Level B	Level C	Level D	Level E
Basketball Official	12.00	13.25	14.50	15.75	17.00

J. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation					
Oper./Coord. (40 hr/wk)	903.84	920.49	937.02	952.65	968.54
Recording Secretary	16.79/hr.		Alt. / Asst. Inspectors		28.58/hr.
Temporary Clerk II	10.55/hr.				
Temporary Clerk I	9.24/hr.				
Substitute Local Transportation Operator	18.96/hr.				
Youth Leader	9.24/hr.				
			Min.	Mid.	Max.
Temporary Painter			24.00	25.00	29.00

(c.) Per Labor Contract

This article establishes the compensation ranges for all non-School Department employees of the Town. Where designated by footnote, collective bargaining agreements with the public employee unions are the legal basis for compensation rates. Those rates are shown for informational purposes and to keep the plan current with labor contracts.

RECOMMENDATIONS

Selectmen: Approval recommended
 Finance Committee: Approval recommended

Article 18 **Operating Budgets – FY2016**

To determine whether the Town will vote to make appropriations for expenditures by officers, boards, committees, and for the Reserve Fund in the fiscal year beginning July 1, 2015, and to determine whether such appropriations shall be raised in the tax levy, transferred from available funds, transferred from the Stabilization Fund, borrowed, or by any combination of these methods; pass any vote or take any action relative thereto. *Please see pages 38 through 41.*

RECOMMENDATIONS

Selectmen: Recommendation to be given at Annual Town Meeting
 Finance Committee: Approval recommended

Article 19 **Ambulance Enterprise Budget – FY2016**

To determine whether the Town will vote to appropriate the following sums or any other sums to operate the Ambulance Enterprise for the fiscal year beginning July 1, 2015:

Budget Cost	FY 2014 Expended	FY 2015 Appropriated	FY 2016 Recommended	% Change	% Of Total
Direct Cost					
Salaries	369,862	476,601	621,005		
Operational Expenses	224,612	256,468	269,210		

Capital Outlay	7,868	71,127	14,697		
Total Direct Cost	602,342	804,196	904,912	12.52%	72%
Indirect Cost					
Salaries (in Fire Budget)	96,552	103,775	109,416		
Insurance & Benefits	83,188	102,359	142,797		
Other Personnel Cost	42,992	43,851	44,807		
Principal & Interest	30,375	29,625	28,875		
General Insurance	9,816	11,804	16,438		
Facilities (Fire Station)	9,388	9,999	13,274		
Total Indirect Cost *	272,311	301,413	355,607	17.98%	28%
* (to be raised & appropriated in the General Fund Operating Budget)					
Total FY2016 Budget	874,653	1,105,609	1,260,519	14.01%	

and that in order to meet such appropriation, the Town shall raise the sum of \$815,034 or any other sum from the Ambulance Enterprise Revenues, the sum of \$55,100 or any other sum from retained earnings within the Ambulance Enterprise, and the sum of \$34,778 or any other sum from the tax levy; pass any vote or take any action relative thereto.

RECOMMENDATIONS

Selectmen: Approval recommended
 Finance Committee: Approval recommended
 Residential Tax Impact: \$0.60

Article 20 *Salary Plan Additional Funding*

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$165,777 or any other sum, to fund salary adjustments for certain employees; pass any vote or take any action relative thereto.

This article funds additional compensation for employees listed in Sections A and B of the Salary Administration Plan Bylaw.

RECOMMENDATIONS

Selectmen: Approval recommended
 Finance Committee: Approval recommended
 Residential Tax Impact: \$2.85

Article 21 *Other Post-Employment Benefits Liability Trust Fund Appropriation*

To determine whether the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$565,368 or any other sum, for the Other Post-Employment Benefits

Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; pass any vote or take any action relative thereto.

This article proposes to appropriate \$565,368 towards the Town's unfunded liability for health and life insurance benefits of both current and future retired employees. Appropriations for this liability were first made at the 1994 Annual Town Meeting. The 1999 Annual Town Meeting approved the filing of a home rule petition for special legislation to establish a trust fund for investment of the appropriations. The Massachusetts Legislature approved the Town's home rule petition to establish a trust fund in 2000. The 2011 Annual Town Meeting transferred the balance in the original trust fund to a new irrevocable trust fund. The present balance of the irrevocable trust fund is approximately \$4,670,000. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working lifetimes. The Town's most recent actuarial study indicated that the Town had an actuarially determined unfunded liability of approximately \$40.98 Million after taking into consideration the funds that the Town has already set aside for this long-term liability. Bedford is one of the very few communities that have appropriated funds in the past to recognize the liability. This proposed appropriation is consistent with the Town's policy to address future liability concerns.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$9.71

Article 22 ***Supplement Accrued Sick Leave Fund***

To determine whether the Town will vote to supplement a fund established by Article 25 of the 1994 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by appropriating the sum of \$25,000 or any other sum, for such purpose; pass any vote or take any action relative thereto.

This article supplements a fund established by the 1994 Annual Town Meeting through which the Town maintains a reserve for future costs of accumulated sick leave benefits when Town employees retire. Such practice is highly endorsed and recommended by the Town's auditors and is sound business practice. This fund was last supplemented at the 2014 Annual Town Meeting. As of the printing of the Warrant, approximately \$400,850.75 remains in this fund.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$0.43

Article 23 ***Stabilization Fund Appropriation***

To determine whether the Town will vote to raise and appropriate the sum of \$50,000 or any other sum of money to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B; pass any vote or take any action relative thereto.

This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The present balance in the fund is approximately \$2,960,782.

RECOMMENDATIONS

Selectmen:	Approval recommended
Finance Committee:	Approval recommended
Residential Tax Impact:	\$0.86

Article 24
Free Cash

To determine whether the Town will vote to transfer a sum of money from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2015; pass any vote or take any action relative thereto.

This article allows for the transfer from “free cash” a sum of money to reduce the amount of the tax levy for Fiscal Year 2016.

RECOMMENDATIONS

Selectmen:	Recommendation to be given at Annual Town Meeting
Finance Committee:	Recommendation to be given at Annual Town Meeting

and you are directed to serve this Warrant by posting attested copies thereof at the Town Hall and in at least three other public places in the Town at least seven days before the time of said meeting.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 17th day of February in the year Two Thousand and Fifteen.

Selectmen of Bedford

Margot Fleischman, Chair

Caroline Fedele

William S. Moonan

Michael Rosenberg

Mark Siegenthaler

A true copy

Attest:

Constable

FISCAL YEAR 2016 OPERATING BUDGET

Account #	Department	FY 2014 Expended	FY 2015 Appropriated	FY 2016 Recommended	% Change	% Of Total	Residential* Tax Impact	Segregations Description	Amount
1220	Selectmen	540,224	609,305	653,325	7.2%	0.8%	11.22	Salaries: Chairman Clerk Other Selectmen, each Office	2,000 1,500 1,200 466,698
1300	Finance/Administrative Services	889,689	1,039,547	979,543	-5.8%	1.2%	16.83	Out of State Travel Estimated Revenue Salaries Capital Outlay Abatement Interest From Sewer Fund	2,850 60,000 637,390 0 50,000 172,582
1301	Insurance & Benefits	9,397,201	10,224,028	10,993,159	7.5%	13.6%	188.84	Out of State Travel Estimated Revenue From Sewer Fund From Pension Trust Fund	3,300 380,000 187,071 66,000
	Health Insurance	4,936,393	5,295,733	5,900,020	11.4%	7.3%			
	Retirement Assessment	3,222,436	3,438,459	3,548,130	3.2%	4.4%			
	General Insurances	642,841	794,061	825,823	4.0%	1.0%			
	Medicare Assessment	528,775	585,275	608,686	4.0%	0.8%			
	Unemployment Insurance	52,861	95,000	95,000	0.0%	0.1%			
	Life Insurance	13,895	15,500	15,500	0.0%	0.0%			
1303	Principal & Interest	7,387,945	7,246,510	7,670,614	5.9%	9.5%	131.77	Non Exempt Principal Non Exempt Interest Exempt Principal Exempt Interest CPA Debt Costs From Debt Stabilization Fund From Sewer Fund From CPA Fund	2,393,322 791,288 2,730,000 1,050,998 705,006 116,667 460,000 705,006

FISCAL YEAR 2016 OPERATING BUDGET

Account #	Department	FY 2014 Expended	FY 2015 Appropriated	FY 2016 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
1310	Financial Committees	204	674,614	651,614	-3.4%	0.8%	11.19	Reserve Fund Capital Expenditures Committee	650,000 260
1410	Board of Assessors	238,443	270,220	270,854	0.2%	0.3%	4.65	Salaries: Stipend, each Assessor Office	1,600 195,964
								Estimated Revenue	600
1510	Legal Services	170,254	183,896	183,896	0.0%	0.2%	3.21		
1610	Town Clerk	204,455	215,535	215,782	0.1%	0.3%	3.71	Salaries: Office Stipends	190,572 310
								Out of State Travel Estimated Revenue	2,199 27,218
1620	Elections & Registrations	19,681	50,453	41,739	-17.3%	0.1%	0.72	Personnel Costs Stipends	23,067 1,350
1750	Planning Board	163,557	182,741	183,106	0.2%	0.2%	3.15	Salaries Estimated Revenue	179,291 600
2010	Police Department	3,356,836	3,440,414	3,476,749	1.1%	4.3%	59.72	Salaries Capital Outlay	3,323,628 14,473
								Out of State Travel Estimated Revenue	3,500 188,137

FISCAL YEAR 2016 OPERATING BUDGET

Account #	Department	FY 2014 Expended	FY 2015 Appropriated	FY 2016 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
2200	Fire Department	2,029,263	2,101,216	2,175,939	3.6%	2.7%	37.38	Salaries Capital Outlay	2,026,769 18,476
2360	Town Center	146,862	154,427	102,533	-33.6%	0.1%	1.76	Out of State Travel Estimated Revenue	2,788 66,000
2400	Code Enforcement	430,061	465,023	461,923	-0.7%	0.6%	7.93	Salaries Estimated Revenue	47,788 105,000
3000	School Department	34,062,326	35,656,554	36,466,818	2.3%	45.0%	626.43	Salaries Out of State Travel Estimated Revenue	426,590 1,300 580,000
3001	Vocational Education	491,705	555,000	500,000	-9.9%	0.6%	8.59	From Impact Aid/Defense Aid	186,000
3500	Facilities Department								
	Municipal	836,685	869,733	2,421,407	178.4%	3.0%	36.44	Salaries	472,069
	School (in School budget)	2,650,754	2,560,520	1,755,727				Capital Outlay	2,500
	Total (Informational Only)	3,487,439	3,430,253	4,177,134	21.8%			Utilities	1,750,000
4000	Public Works	10,649,083	10,734,039	11,012,488	2.6%	13.6%	189.17	Salaries	2,765,115
								Snow Removal Overtime	136,659
								Snow Removal Materials	205,553
								MWRA	3,213,185
								Water Purchase	1,665,022
								Refuse/Recycling	924,097
								Energy	633,217
								Equipment/Materials	812,382
								Capital Outlay	7,258
								Road Resurfacing	650,000
								From Sewer Fund	4,328,760
								Out of State Travel	1,404
								Estimated Revenue	8,495,380

FISCAL YEAR 2016 OPERATING BUDGET

Account #	Department	FY 2014 Expended	FY 2015 Appropriated	FY 2016 Recommended	% Change	% Of Total	Residential * Tax Impact	Segregations Description	Amount
5000	Board of Health	518,909	560,599	600,388	7.1%	0.7%	10.31	Salaries	568,130
5001	Hazardous Waste	10,429	15,196	15,348	1.0%	0.0%	0.26	Estimated Revenue	21,528
5003	Mosquito Control	37,375	38,123	38,504	1.0%	0.0%	0.66		
5400	Bedford Local Transit	52,755	59,173	60,361	2.0%	0.1%	1.04	Salaries	59,591
								Estimated Revenue	15,000
5410	Council on Aging	177,385	185,800	186,103	0.2%	0.2%	3.20	Salaries Capital Outlay	173,724 1,093
5420	Youth & Family Services	393,319	440,532	461,117	4.7%	0.6%	7.92	Salaries	209,588
6100	Public Library	1,178,231	1,217,407	1,126,890	-7.4%	1.4%	19.36	Salaries Capital Outlay	857,149 5,000
								Estimated Revenue	17,000
6300	Recreation Commission	159,381	163,323	107,880	-33.9%	0.1%	1.85	Salaries	107,880
6910	Historic Preservation Commission	1,176	1,281	1,294	1.0%	0.0%	0.02		
TOTAL		73,543,434	77,354,689	81,059,374	4.8%	100.00%	1.387		

* Per 100,000 of assessed value.

Town Meeting Procedure
(As Established Under Article 4 of the Bedford General Bylaws)**4.1 Debate Rules**

The following rules shall govern Town Meeting:

No voter may speak without recognition by the Moderator.

Speakers must give their name and address before commencing.

No voter may speak in debate more than twice on any article without specific permission from the Moderator, except to correct a statement. Questions do not fall under this rule.

Speakers must keep their debate within the scope of the motion on the floor.

All questions must be directed through the Moderator.

4.2 Motions

All motions shall require a majority vote except as noted.

4.2.1 Privileged Motions

The following motions are privileged motions addressing the conduct of the meeting, and have priority, in order as shown, over any other motion or any question which may be pending:

4.2.1.1 Dissolve or adjourn *sine die*

Final adjournment of Town Meeting may occur only after the completion of action on all articles in the Warrant. Not debatable or amendable.

4.2.1.2 Adjourn or recess

Postpones the meeting to a specified time, which must be within 21 days. Debatable and amendable.

4.2.1.3 Point of no Quorum

A call for a count of voters. No vote required.

4.2.1.4 Fix the time for which to adjourn

Sets a certain time for later adjournment. Debatable and amendable.

4.2.1.5 Question of privilege

Relates to the rights and privileges of the meeting and to the rights of the members. Not debatable or amendable.

4.2.2 Subsidiary Motions

The following motions are subsidiary motions. They have a direct effect on the original or main motion. They are listed in order of their rank, which follows the privileged motions, above:

4.2.2.1 Lay on or take from the table

Postpones action on the motion for an unspecified time and resumes action at the will of the meeting. Town Meeting may not be adjourned *sine die* until some action is taken on the motion in question. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.2 Previous question

Calls for a vote on the motion under discussion without further debate. Not debatable or amendable. Two-thirds majority vote required.

4.2.2.3 Limit or extend debate

Sets a time limit for each speaker or the entire debate or may reopen the bounds of debate. Debatable and amendable. Two-thirds majority vote required.

4.2.2.4 Postpone to a specified time

Postpones action on an article to a specified time, or until after a specified article. Debatable and amendable.

4.2.2.5 Commit, recommit or refer

Sends the Article to a committee or other body for further study. Debatable and amendable.

4.2.2.6 Amend or substitute

Modifies the motion on the floor, in whole or in part. A written copy of the amendment must be presented to the Moderator or the Town Clerk. Debatable and amendable.

4.2.2.7 Postpone indefinitely

Ends debate and removes the main motion from discussion without a vote on the main motion. Not debatable or amendable. A brief explanation of the reason(s) for indefinite postponement may be given. Two-thirds majority vote required.

4.2.3 Incidental Motions

The following actions have the same rank as the motion from which they arise. They are subordinate motions relating to the conduct of the meeting with respect to the motion on the floor. They are considered and acted upon before the motions out of which they arise are concluded:

4.2.3.1 Point of order

Questions a possible error of omission or commission. Neither debatable nor amendable and no vote taken.

4.2.3.2 Appeal

Moves to reverse the decision of the Moderator on a point of order. Must immediately follow the point of order. Subject to acceptance by the Moderator. Debatable but not amendable.

4.2.3.3 Division of a question

Divides a main motion or amendment where practical to discuss and vote on the separate parts. Debatable and amendable.

4.2.3.4 Separate consideration

Requests discussion on separate parts of a question which do not allow for division since the separate parts are interrelated and will not stand on their own. Debatable and amendable.

4.2.3.5 Fix the method of voting

Request a specific form of voting, different from the normal one. Debatable and amendable.

4.2.3.6 Withdraw or modify a motion

Allows the maker of a motion to withdraw or modify the motion. Not debatable or amendable.

4.2.3.7 Suspension of rules

Requests a change in the rules relating to the conduct of the meeting. Not debatable or amendable.

4.2.4 Main Motions

The following are main motions in order of the rank and stem from articles in the Warrant:

4.2.4.1 Main motion

A motion made within the scope of the related article in the Warrant. The motion is debatable and amendable. The main motion may require a two-thirds vote, *e.g.*, bonding and zoning.

4.2.4.2 Reconsider or rescind

Reconsideration requests reopening of debate on a motion previously voted on while rescission overturns a previous affirmative vote and defeats the motion involved. May be debatable but it is not amendable.

4.2.4.3 Advance an article

Asks to consider and discuss an article in the Warrant out of order. Debatable and amendable.

4.3 Reconsideration

4.3.1 Number of reconsiderations

When a motion of reconsideration is decided, that decision shall not be reconsidered again at the same session and shall not be reconsidered more than once thereafter.

4.3.2 Notice of intent to reconsider at future meeting

Articles voted upon at any meeting shall not be reconsidered at a subsequent meeting unless notice of intent to reconsider shall be given to the Moderator prior to adjournment and publicly announced to the meeting at which the article has been voted upon.

4.3.3 Requirements for voter to move reconsideration

Reconsideration may be moved only by one who voted on the prevailing side.

4.4 Amendments

4.4.1 Amendments to amendments

An amended amendment may not be amended.

4.4.2 Order of voting on amendments

In the case of several amendments of different amounts or periods of time, the largest amount and the longest time will be voted on first, and an affirmative vote will be a negative vote of the smaller sums or shorter times.

4.4.3 Amendments to bylaws

No amendment may be made to a proposed General Bylaw printed in the Warrant unless it is to correct an error in the printing which does not change the meaning. A proposed Zoning Bylaw article may be amended on the floor to be less restrictive.

4.4.4 Reports to meeting

Recommendations made in the report of any board or committee shall not be acted upon or debated at any meeting unless there is an article in the Warrant.

4.4.5 Acceptance of reports to the meeting

When the report of a committee is placed in the hands of the Moderator, it shall be deemed to be received. If it is a final report, a vote to accept it shall discharge the committee. If it is an interim report, the committee continues to serve unless the Town votes to discharge the committee.

4.4.6 Amendments to articles

Any article appearing in the Warrant and considered at any Town Meeting may be amended and any portion may be deleted or added to by the vote of the Town, provided the phrase "do anything in relation thereto," "pertaining thereto," or words of similar import appear in the article. Any proposed amendment must be within the scope of the article.

4.4.7 Quantum of vote on bylaws and borrowing

A motion under an article to add to or amend the Town Bylaws, unless otherwise required by the General Laws shall require a simple majority vote. An article to amend the Zoning Bylaws or one for the purpose of borrowing for a period greater than one year shall require a two-thirds vote. A vote requiring a two-thirds majority does not have to be counted unless questioned by the Moderator or seven voters.

4.4.8 Reports and motions in writing

All reports, resolutions, motions and amendments submitted to the meeting for

consideration shall be presented in writing to the Moderator.

4.4.9 Secret ballot

A majority of those present and voting may choose to vote on any article or amendment by secret ballot.

Guidelines for Civil Discourse

The Town of Bedford respects and recognizes each citizen's right to free speech. In order to guarantee all people's right to free speech and to ensure productive civil discourse, we request that all citizens respect the following guidelines.

Show respect for others.

- Discuss policies and ideas, not people
- Only one person should be speaking at any given time
- Use helpful, not hurtful language

Speak as you would like to be spoken to.

- Use courtesy titles (Mr., Ms., Sir, etc.) and ask if unsure
- Restate ideas when asked
- Use a civil tone of voice

Agree to listen.

- Respectfully hear and listen to differing points of view
- When unsure, clarify what you heard
- Realize that what you say and what people understand you to have said may be different
- Recognize that people can agree to disagree

Speak for yourself, not others.

- Speak from your own experience
- Use "I" statements ("I think that the ideas presented...")

Follow agreed upon guidelines regarding who speaks when and for how long.

NOTES

*Volunteer Opportunities and the Appointment Process***Opportunities for Volunteer Appointments in Bedford**

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Most appointments to committee vacancies are made following the Annual Town Meeting. However, vacancies also occur at other times during the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

Youth and Family Services

Appointment Process

If you would like to be a part of our Town Government, please initiate the process for appointment by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to visit at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.

Name _____ **Date** _____

Address _____ **Occupation** _____

Home Phone _____ **Cell Phone** _____ **E-mail** _____

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: Are you a registered Bedford voter? Attended Town Meeting? _____

4. Please describe your background or training from work and/or life experience that relates to your interest in government.

5. What Town government experience have you had? _____

6. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

7. Additional information for the Selectmen to consider. (Please add to this form as necessary.)

8. Do you have any restrictions on your availability to attend committee meetings? _____

Feel free to call or email (cdoyle@bedfordma.gov) a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way.

Carol Amick – 275-5278

Patricia Carluccio - 275-0645

Joseph Piantedosi – 275-6077